

COTTONWOOD, INC.

ACCESSIBILITY PLAN

2018-2019

(August 1, 2018 – July 31, 2019)

Updated September 11, 2018

COTTONWOOD, INC.

Accessibility Plan

Cottonwood, Incorporated is committed to providing accessible living and working environments for persons served, as well as, promoting full accessibility throughout the community.

HISTORY OF ACCESSIBILITY STUDIES AT COTTONWOOD

An initial comprehensive Accessibility Study of Cottonwood's property and the identification of barriers that limited accessibility were conducted in 1990. Independence, Inc. developed the report dated November 13 and December 17, 1990. A series of independent Accessibility studies were conducted in 1994, 1996, 1999 (for Retirement Services Center), 2000 and 2006. An accessibility inspection was also completed on September 8, 2015 for the construction in progress of the additional bathroom/changing area in Work Enrichment. Cottonwood has been responsive in implementing the accessibility improvements within the timelines identified in the reports.

Cottonwood has undertaken major renovation and expansion projects at the main facility location in 1993, 2000 and again in 2006. The multi-phase expansion process has resulted in providing much needed space for services and offices. The organization worked closely with a local architectural firm to ensure compliance with Americans with Disabilities Act Accessibility Guidelines (ADAAG) during all expansion projects. Following the completion of the 2000 and 2006 expansions, Cottonwood once again scheduled for a consultation with the local ADA specialist to make sure areas of accessibility have not been overlooked.

Cottonwood has reviewed the progress on the 2017-2018 Accessibility Plan and identified additional recommendations for the 2018-2019 Accessibility Plan. Input was obtained from the Consumer Committee, Safety Committee, and Management Team in a meeting on September 11, 2018. The Cottonwood, Inc. Governing Board reviews and approves the Accessibility Plan annually to ensure the promotion of full accessibility for persons served. Following is a summary of 2017-2018 goals and accomplishments and the Accessibility Plan for 2018-2019 (August 1, 2018 – July 31, 2019).

<p style="text-align: center;">REVIEW OF GOALS FOR 2017-2018 (August 1, 2017 – July 31, 2018)</p>

1. Work Enrichment Services identified a need for signage of accessible restroom in Work Enrichment Services in Building 2 south. The sign will be purchased by Heather Thies.
Target Date: October 2017
Completed: September 2017
2. Expand laundry facilities at Michigan and Rogers' Place houses. Projects will be funded by 2017 Salute "Raise Your Paddle" proceeds.
Target Date: April 2018
Completed: January 2018
3. Install a stair lift at Michigan House.
Target Date: December 2017
Completed: October 2017

Additional improvements accomplished in 2017-2018 that promoted full accessibility for individuals include:

- The General Purpose strap line in Building 2 was redesigned with a new scissor lift in place to minimize the amount of bending required by consumers and staff and make the line more efficient. The redesign continues to be a work in progress.
- Concrete parking areas and curb cuts repaired around Buildings 2 and 3.
- Striping redone in areas where trucks back into the docks around Buildings 2 and 3.
- Terrace House driveway repaired.
- Parking lot repaired at the Four Plex.

Life Enrichment Services

- All accessible powered door opener/closers maintained and repaired.
- WES replaced a dozen light fixtures with updated brighter bulbs and ballasts.
- Retirement Enrichment Services center was given a spectacular new wood laminate flooring was installed over the Thanksgiving weekend November 2017. Beautiful is an understatement! The new flooring is not just a cosmetic update, it has assisted with the accessibility for consumer's mobility while moving throughout the retirement center. Consumers and staff were delighted to return from the holiday break and have such a beautiful improvement.
- All Life Enrichment staff have a laptop for consumer data entry, time sheets, and other paperwork that is department and state required.
- Retirement physical therapy exercises for four individuals and provides assistance and ambulatory guidance for a consumer to increase health and reduce falls.
- Life Enrichment has provided physical therapy a prescribed for acute or accident related injury recovery plans.
- WES cubical style work spaces create work spaces for consumers that need less environmental stimulation.
- WES staff have small lockers for personal items to be secured.
- Retirement wellness and nutritional support educates participants and encourages on making healthy decisions. Whether the focus is on ADA diets, understanding choices, finding new and interesting recipes, or fun engaging ways to retain range of motion, staff work with consumer to find what works best for them.
- Healthy snack options
- Health and wellness educations, and physical exercise and movement therapy are encouraged daily.
- Handwashing and illness prevention are highlighted during a spa day where consumers are treated to nail trimmings and manicures.
- Life Enrichment increases physical activities such as balloon toss, chair exercises, walks to the park, and bean bag toss keep our consumers moving every day.
- Retirement has two wheelchairs that remain onsite and can be used as needed by consumers during outings requiring significant walking or difficult terrain or assistance with general mobility while participating in services.
- A consumer has recuperated after major injury & surgery at the retirement center. The team provided physical therapy, medication administration, and assistance in increasing overall health so that he could return to their normal life, leisure, & work routines.

- Retirement has acquired an extra set of foot rests for a consumer's transportation wheelchair to ensure that the consumer is always comfortable during transportation.
- Retirement has acquired manual lift for assisting staff in transferring consumers during personal care.
- Life Enrichment has bariatric chairs for some of our larger participants.
- Retirement has replaced our older furniture with new ergonomic furniture that is made with water resistant fabric to accommodate our individuals with incontinence.
- Life Enrichment has an accessible – zero entry – showers to accommodate a wheelchair or individual with low mobility.
- Life Enrichment has shower chairs on site.
- RES bathrooms in the main area are equipped with safety bars as do both showers.
- RES One of our bathroom stools has a lift on the bottom of it to make it taller and more user friendly for our taller individuals or for consumers that find bending a great challenge. This also assists staff with bathroom transfers.
- Life Enrichment has adaptive utensils and dishes for eating.
- Life Enrichment Retirement has adaptive tools for painting and drawing.
- Retirement has a door alarm to alert staff if when people come and go. This is to allow those who wander to attend the day service program.
- Retirement has added foot rest/incline and ergonomic seat cushion to help promote better leg circulation for a consumer.
- Retirement has added an ergonomic mouse to the desktop computer station so that a consumer with multiple disabilities can access games, the internet, and videos without assistance.
- Retirement added an attached side table to a recliner utilized by a consumer who needed to have continuous access to fluids and was experiencing mobility difficulties.
- Accessible vehicles added to fleet.
- A 14 passenger lift mini bus is assigned to Retirement Services fleet to help loading and unloading of consumers in wheelchairs, walkers and mobility concerns.
- Retirement purchased risers to raise the seating. Consumers find it more comfortable to stand with more independence.

GOALS FOR 2018-2019
(August 1, 2018 – July 31, 2019)

1. Michigan House - Build workplace for locked medication storage and foldable table while continuing to use as a television area. Purchase a new, bigger television in great room (Residential).

Target Date: July 2019

Completed:

2. Research options for mobile timesheets that would allow the use of tablets to input consumer time in Work Services (Jessica Wood and IT Department).

Target Date: March 2019

Completed:

3. Purchase additional wheelchair with large wheels and wider seat base 350 weight capacity that would remain onsite and can be used as needed by consumers during outings requiring significant walking or difficult terrain or assistance with general mobility while participating in services. The wheelchair will be purchased by Heather Thies (Retirement).

Target Date: June 2019

Completed:

Ongoing activities to promote full participation & accessibility include:

- All news/media releases and public information requests are carefully reviewed and monitored by the Director of Community Relations/Development and the CEO.
- Staff members will continue to actively participate on local councils, such as parks and recreation, transportation, housing, employment, to promote full community participation for persons with developmental disabilities
- Consumer input will continue to be actively solicited regarding all aspects of their life through informal discussions, Consumer Committee meetings and through individual service planning meetings.
- An annual review of this plan and the Accessibility policy will be conducted by the Management Team, Safety Committee, Consumer Committee, and Cottonwood Board of Trustees to determine progress made and address areas of deficiency.



Sharon S. Spratt
CEO



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2018 CONSUMER TRANSPORTATION SUMMARY

The majority of consumer rides to and from work are provided by T-Lift/MV Transportation, an organization hired by the City of Lawrence to provide both fixed route and door-to-door paratransit services. JobLink works closely with T-Lift to schedule approximately 295 demand rides per week. In addition, there are around 244 rides scheduled each week which have been set up with T-Lift as subscription rides, which guarantees that these individuals will always have their rides available, as opposed to the demand rides, which sometimes cannot be scheduled because the time the ride is needed is booked up. Both the demand and the subscription rides are monitored by the Data Manager to ensure accuracy.

Currently, paratransit rides cost \$2.00 each. Purchasing a \$20 punch card, which is good for 10 rides, is one option for paying for paratransit rides. These punchcards may be purchased at the Cottonwood front desk, as well as through the City of Lawrence, the Community Mercantile (the Merc), Dillon's and HyVee. A monthly pass for paratransit and fixed route buses may be purchased through the City, the Merc, Dillon's and HyVee, but not through Cottonwood. The monthly paratransit pass is \$68, and the fixed route is \$34 (\$17 for riders with disabilities). Also, the city sells 10 ride punchcards for the fixed route buses for \$10 (\$5 for riders with disabilities).

Should a JobLink/Cottonwood consumer forget to bring a punchcard or money for a paratransit ride, arrangements have been made for the ride to be charged to Cottonwood. The bill then is paid by Cottonwood and reimbursement is collected from the consumer.

T-Lift and the "T" (the fixed route bus) run Monday through Saturday from 6:00 a.m. until 8:00 p.m. New in 2018, several fixed route buses will run until 10:00 p.m. during KU Spring and Fall semesters. Paratransit rides can be scheduled no earlier than 6:15 a.m. in order to comply with the mandatory 30 minute "window" (waiting period) which surrounds a ride. Generally, rides are scheduled to be up to 45 minutes in length in order to accommodate routing, although some rides are scheduled up to an hour in advance because of the distance between the pickup and drop off location. The final rides for the day can be scheduled no later than 7:45p.m., also to accommodate the "window."

Night Line is a new night/after-hours shared ride bus service. Rides are scheduled in advance through T-lift and are available Monday-Saturday, 8:00 p.m. to 6:00 a.m. Fare is \$2.00 cash each way per person. There is no reduced fare and passes are not accepted. Vehicles are accessible for riders with special needs.

Consumers not wishing to take advantage of T-Lift services may ride a cab to work. Cab rides cost \$9 per ride. JobLink/Cottonwood consumers who work at a time when T-Lift transportation is unavailable have their cab rides supplemented by Cottonwood so that they pay only half price. Cab passes may be purchased at the Cottonwood front desk. In addition, cab rides can be charged to Cottonwood and then the appropriate level of reimbursement (full or half price) will be collected from the JobLink/Cottonwood consumer.

Currently, about 25 rides are scheduled through Independence, Inc.'s door-to-door paratransit service. The cost per ride for this service is \$3.00 per in-town ride, \$5.00 per ride with in Douglas County, and \$30 fare for out-of-town, round-trip medical appointments. This generally is paid by the consumer's family or support team directly to Independence, Inc. Rides for this service are limited not only by availability, but also are based upon "need." The determination of "need" is made solely by Independence, Inc. Independence, Inc. paratransit rides are available Monday-Friday from 7:30 a.m. to 4:00 p.m.